

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
March 11, 2015

Call to Order – Quorum:

Board Members Present: Karen Hunt (President); Nancy Groszek (Vice-President); Theresa Hoffmann (Secretary); Kris Warren (Treasurer); Maria James; Gary Wells; Tony Barrett; Gordon Glaser; Bud Irwin; Betty Hendrickson; Sid Atwood

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Matt Blattmachr

Municipality Representative: none present

Staff Attendees: Rebecca Parker, General Manager

Guests: Kayli Helvie, DHHS intern; Nathan Nall, DHHS intern

The meeting was called to order by Karen Hunt, President, on 3/11/15 at 10:00 AM after it was determined that a quorum was present and business could be conducted.

Introductions: A roll call was taken by the secretary.

GUEST COMMENTS:

Municipality of Anchorage: David Levy, the new Senior Services Manager for the MOA, could not be present.

Agenda: *Approval of the agenda was unanimous.*

Minutes from Prior Meeting: *Nancy moved and Tony seconded approval of the BOD minutes from 2/12/15; approval was unanimous.*

COMMITTEE REPORTS: STANDING COMMITTEES

Endowment – Matt Blattmachr, the Chairman of the Endowment Fund, reported that at the end of February, the endowment fund had reached approximately 4.1 million dollars. Adjustments are being made to the investment mix as the stock market changes.

Executive (Karen Hunt) – three Board policies were ready for final review and approval at this meeting. Bud questioned whether these policies would be part of the Standing Rules and it was agreed that Theresa would add approved policies to the list of policies in the Standing Rules. The date when approved by the Board should be added to the lower left corner of each page.

Policy and Procedure for Accepting Gifts – provides guidance to the administration, staff, volunteers and donors of ASAC for the solicitation and acceptance of gifts of property, services or currency. Attachments are separate. *Nancy moved for approval, Gordon seconded and approval was unanimous.*

Policy for Naming Opportunities for Equipment and Other Physical Items – provides guidance to the administration, staff, volunteers and donors of the ASAC for naming opportunities and recognition of monetary gifts for and of equipment and other non-structural physical items, including items like the salad bar and tree benches, but not space or building or areas of the grounds. *Sid moved for approval, Maria seconded and approval was unanimous.*

Policy for Naming Opportunities for Building and Ground Spaces – provides guidance to administration, staff, volunteers and donors of the ASAC for naming opportunities and recognition of major gifts. *Nancy moved for approval, Gordon seconded and approval was unanimous.*

41 **Finance/Fundraising (Kris Warren)**

42 **January financial report:** there was a loss of about \$1300 in January. Kris stressed that
43 it is important to review and track trends of spending – why are there losses? How are we
44 utilizing our funds? The financial feasibility and stability of ASAC is the main responsibility of
45 the Board.

46 **Vendor Prepayment Policy:** Rebecca passed out a proposed policy that will, in general,
47 require those booking significant, but infrequent, events to prepay a deposit. This will be
48 considered by the Board as it is finalized.

49 **Legislative visit at State Capitol:** formal meetings were held by Board members and
50 other volunteers with 8 legislators and/or staff. The ASAC was urged to consider a bond issue
51 on the 2016 municipal ballot. More discussion will be held on this subject.

52 **Rondy pins:** as pins were only sold at the Center, and not at Fred Meyer stores, about
53 \$400 in income was received. There are no plans to sell pins outside the Center in the future.

54 **Signature event:** a signature event for fundraising is being planned for this summer.

55 **Operations (Nancy)**

56 **Communications and Marketing** - to be addressed at Board workshop.

57 **Membership (Tony)** – still working on a standardized time for Committee meetings; the
58 next meeting will be on 3/12 at 1:30pm. The Committee would like to see a professionally
59 produced short video, emphasizing the fitness program and other programs/activities provided by
60 the Center. This could be played on a portable video player and at membership tables set up at
61 ASAC events.

62 Senior housing centers for independent living would also be targeted for membership
63 efforts. Gary proposed an insert in the Senior Voice publication.

64 ASAC needs to be sure to follow federal guidelines for provided reduced fee services for
65 low-income members or may not be eligible for some grants.

66 **Facilities and Equipment (Sid):** On 3/16, carpenters will be starting to remove fabric from
67 walls and repainting areas in the Center. Sewer lines from the kitchen may need to be cleaned 4
68 times a year, rather than twice; this would include cleaning out the grease traps.

69 Sid will check into whether the Swank House has received historical status, which could
70 complicate plans for its future.

71 **Ad Hoc Committees**

72 **Reaccreditation:** Kayli reported that 50-60% of the paperwork needed for reaccreditation has
73 been compiled. An April 1 deadline for filing is projected.

74 **Legislative Update:** thank you notes have been sent to those legislators who met with our
75 delegation. A bond issue is complicated by the fact that ASAC is part of a very small bond that
76 remains in effect until 2023.

77 **GENERAL MANAGER'S REPORT**

78 A full General Manager's report was handed out at the Board Meeting and sent previously to
79 Board members; the following is a summary. An NTS grant application (nutrition, transport and

80 services) is being prepared by Carmen. Weekly meetings will be held to plan the Signature event
81 for fund raising, which will be held at Atwood mansion. Board members were requested to
82 submit an invitation list to Becky.

83 Bob Carmichel, a safety expert, has asked to speak to the BOD. This will be scheduled,
84 possibly during the workshop.

85 Restaurant menu pricing revisions are being explored, as are revisions to the staff
86 structure.

87 **OLD BUSINESS**

88 **BOD Fundraising:** proposal have been submitted to the Rasmuson foundation and the Alaska
89 Mental Health Trust for donations towards the new Kid Corps van.

90 **BOD Thank-you notes to donors and/or volunteers:** notes sent to Chom Chong, the volunteer
91 instructor for the “PC in Korean” class and to Martina Barnsley, who is a new member who has
92 volunteered with the newsletter mail out and Social Hour volunteers, as well as becoming a
93 fitness member.

94 **BOD work session:** a Doodle poll will be sent to the BOD members to determine the best date
95 for this session. There needs to be discussions of the 5-year plan, annual BOD calendar, safety
96 issues, and consideration of a bond issue.

97 **NEW BUSINESS**

98 A quarterly staff meeting to discuss goals and objectives will be held on 3/24.

99 **Adjournment:**

100 *At 12:20 PM, Gordon moved and Maria seconded adjournment; this motion passed*
101 *unanimously.*

Minutes Submitted by:

/S/

Theresa Hoffmann, Secretary
(per Recording Secretary)

Board Meeting Dates for 2015: 4/8 5/13 6/10 7/8 8/12
9/9 10/14 11/18 12/9